Virus Detection and Prevention Tips

1. Do not open any files attached to an email from an unknown, suspicious or untrustworthy source.

2. Do not open any files attached to an email unless you know what it is, even if it appears to come from a dear friend or someone you know.
Some viruses can replicate themselves and spread through email. Better be safe than sorry and confirm that they really sent it.

3. Do not open any files attached to an email if the subject line is questionable or unexpected.

4. Delete chain emails and junk email. Do not forward or reply to any to them. These types of email are considered SPAM, which is unsolicited, intrusive mail that clogs up the network.

5. Do not download any files from strangers.

6. Exercise caution when downloading files from the Internet. Ensure that the source is a legitimate and reputable one.

7. Update your anti-virus software regularly. Over 500 viruses are discovered each month, so you'll want to be protected. ITD customer systems should be setup to automatically update the anti-virus software daily. If you are an ITD customer and believe your system is not set to update daily, contact the ITD HelpDesk at 281-5703. If you are not an ITD customer, go through your agency's proper channels.

8. When in doubt, **always err on the side of caution** and do not open, download, or execute any files or email attachments.

9. Do not forward a copy of any suspected message to anyone.